

2 January 1976

MEMORANDUM FOR: Acting Deputy Director for Administration

SUBJECT : Office of Personnel Report -- Week Ending  
2 January 1976

1. Memorial Service for Mr. Welch: Several OP personnel were heavily involved in the arrangements resulting from the assassination of Richard S. Welch and in the planning of his memorial service held in the Headquarters auditorium at noon on 31 December 1975. Approximately 562 employees attended this service.

2. Health Benefits Insurance: Word was received by telephone on 31 December from the Civil Service Commission that the President has signed legislation to continue to make health insurance plans of the Federal Employees Health Benefits Program secondary payors to Medicare. In other words, if you have Medicare, Medicare pays as much of the bill as possible before you fall back on your health insurance. If this bill had not passed, health insurance premiums for 1976 would have been increased even further.

3. EAA Sales: Sales in the EAA Store for 1975 totaled \$347,700 with over \$63,000 of this amount being sold in the month of December. The 1975 sales figure exceeds that for 1974 by \$41,900.

4. Summer-Only Program: As of 31 December, we have received requests for and sent out 463 applications for summer-only employment -- 243 completed sets have been received, appointments have been scheduled for 240, and 152 individuals have been tested. There have two withdrawals of applications -- one because the applicant was only 16 years old and the other because the applicant decided to remain at college during the summer.

5. Rehired Annuitant: The following rehired annuitant case was approved for the Administration Directorate:

-- Independent Contractor --  
Office of Security -- one-year extension.

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6. FLSA: We are continuing our review of positions relative to their exempt/non-exempt status under the Fair Labor Standards Act.

7. New Designation: Action has been taken to re-designate the two PMCD branches as the Position Management and Classification Branch and the Policies and Standards Branch.

8. Comparability Studies: To obtain comparability data regarding printing positions, contacts have been made with NSA, DIA, GPO, Defense Mapping Agency, and the U. S. Geological Survey.

9. APP: D/Pers and staff members met with the DCI on 23 December for discussions on the FY 1976 Consolidated APP.

Coming Events:

1. The Careers Committee will meet on 7 January.
2. We plan to complete Directorate APP comparative office reports.
3. We expect to begin a review and consolidation of any PDP reports received. The Director has asked that they all be submitted by 10 January.

(S) F. W. M. Janney  
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Director of Personnel

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